

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

CENTRAL PRINTING SUPERVISOR

FLSA STATUS:

Exempt

Deleted: Non-

CLASS SUMMARY:

The Central Printing Supervisor is the fourth level in a four level Printing Services series. Incumbents supervise staff in the functions of a central printing operation, ensuring quality control and customer service. Incumbents in this class assist in the overall operations and activities of the central printing services and its budget and administer and monitor all aspects of the operations budget.

The Central Printing Supervisor is distinguished from the Graphics Technician by its first-line supervisory responsibilities.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

1.	Supervises staff including prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring and disciplinary recommendations.	Daily 15%
2.	Supervises daily print shop operations and activities, which includes: planning, coordinating, administering, and evaluating projects and work plans, processes, procedures, systems, and standards; participating in the development of goals and objectives; and, ensuring compliance with applicable Federal, State, and local laws, regulations, codes, and/or standards.	Daily 20%
3.	Prepares and maintains a variety of records, files, reports, job requests, and/or other related information related to operational activities for the division	Daily 10%
4.	Consults with various City departments and outside vendors regarding job specifications.	Daily 10%
5.	Participates in a variety of meetings in order to receive and convey information.	Weekly 15%
6.	Prepares work for submittal to outside vendors.	Weekly 10%
7.	Prepares internal division billing and forwards to appropriate internal staff for processing.	Weekly 10%

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<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties are a representative sample; position assignments may vary.)		<u>FRE- QUENCY</u>
8.	Participates in coordinating and monitoring division budget, including preparing cost estimates for budget recommendations and monitoring project expenditures.	Weekly 5%
9.	Supervises and participates in the maintenance of appropriate inventory levels, requisitioning supplies, equipment, and materials to ensure availability in support of efficient departmental operations.	Weekly 5%
10.	Performs other duties of a similar nature or level.	As Required
<u>11.</u>	<u>Reviews equipment needs and provides appropriate recommendations for the purchasing of new equipment.</u>	<u>Annually</u> <u>10%</u>

Training and Experience (positions in this class typically require):

- Associate's Degree in Graphic Communications and five years experience in prepress, graphics design, and print production are required;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class typically require):

- Valid State of California Driver's License, Class C.

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Knowledge (position requirements at entry):

Knowledge of:

- Supervisory principles and practices;
- Applicable tools and equipment utilized in assigned area or responsibility;
- Project management principles and practices;
- Budget administration principles and practices;
- Print production principles and practices;
- Basic design and layout techniques for print jobs;
- Basic mail standards and procedures;
- Operation of print servers and related equipment;
- High and medium-speed production copiers;
- Paper types and weights;
- Mathematical concepts;
- Customer service policies, principles and practices;
- Environmental regulations

Skills (position requirements at entry):

Skill in:

- Monitoring and evaluating the work of subordinate staff;
- Prioritizing and assigning work;
- Training employees in proper work methods;
- Managing projects;
- Monitoring and evaluating the work of external vendors;
- Preparing and monitoring budget expenditures;
- Troubleshooting and resolving complex equipment problems;
- Using and caring for applicable tools and equipment;
- Preparing and maintaining clear, concise, and comprehensive records, reports, and other written materials;
- Utilizing a computer and related software applications;
- Utilizing graphic design, desktop publishing, and database processing software;
- Performing design and layout of print jobs;
- Operating applicable tools and equipment;
- Performing mathematical calculations;
- Handling multiple tasks simultaneously;
- Estimating time, materials, tools, and equipment requirements for jobs;
- Communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

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Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping and walking.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals, oils, work space restrictions, inadequate lighting and intense noises.

Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)
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